

ASSIGNMENT 1

Textbook Assignment: "The Navy Yeoman" and "Education and Advancement," chapters 1 and 2, pages 1-1 through 2-13.

Learning Objective: Describe naval standards (NAVSTOs) and occupational standards (OCCSTDs) and how they fit into the naval advancement system.

1-1. Which of the following publications forms the basis for the advancement, training, and distribution of personnel?

1. *Manual of Advancement*
2. *Retention Team Manual*
3. *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*
4. *Enlisted Transfer Manual*

1-2. NAVSTDs are skills other than those defined by OCCSTDs and are essential in order for an individual to function effectively at a given level of responsibility.

1. True
2. False

1-3. OCCSTDs are defined as which of the following standards?

1. Maximum level of skill required to perform a task
2. Maximum enlisted paygrade required to perform a task
3. Minimum level of skill required to perform a task
4. Minimum enlisted paygrade required to perform a task

1-4. OCCSTDs are phrased in the language of task statements.

1. True
2. False

1-5. Effective communication requires that you have what kind of basic knowledge?

1. Knowledge of your own language
2. Knowledge of a foreign language
3. Knowledge of other ratings
4. Each of the above

Learning Objective: Describe the duties and responsibilities of the administrative assistant and the ship's secretary.

1-6. Which of the following people would most likely be appointed to the job of administrative assistant?

1. Administrative officer
2. Personnel officer
3. Senior Personnelman
4. Senior Yeoman

1-7. The administrative assistant's basic responsibilities may include which of the following duties?

1. Report on the effectiveness of administrative policies, procedures, and regulations of the command
2. Review all correspondence prepared for the signature of the executive officer
3. Schedule interviews of visitors with the executive officer
4. All of the above

- 1-8. Concerning duties, responsibilities, and authority of an administrative assistant, which of the following statements is NOT normally correct?
1. Report the effectiveness of administrative regulations of the command to the executive officer
 2. Maintain the mast record for the commanding officer's nonjudicial punishments
 3. Coordinate the assignments of enlisted personnel
 4. Approve administrative equipment requisitions within the budget allowances
- 1-9. What individual is responsible for the coordination and indoctrination of newly reported personnel?
1. Training officer
 2. Administrative assistant
 3. Division officer
 4. Department head
- 1-10. What is the title of the individual who controls the administration and accountability of ship's correspondence?
1. Flag secretary
 2. Ship's secretary
 3. Flag lieutenant
 4. Assistant chief of staff for administration
- 1-11. Your ship's engineer officer originated a report that was sent to the type commander (TYCOM). You receive a letter from the TYCOM requesting further information concerning the report. When should you provide a copy of the report for the respondent?
1. When the reply is routed to the CO for signature
 2. When the engineer officer has prepared the reply
 3. When the engineer officer asks for it
 4. When you route the incoming letter
- 1-12. The ship's secretary receives a letter addressed to the commanding officer (CO) recognizing some of the CO's personnel for their support. What action(s) should the ship's secretary take?
1. Dictate an answer immediately and mail it
 2. Prepare an answer in rough draft
 3. Submit the letter to the executive Officer
 4. Mail a letter in reply and inform the executive officer
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- Learning Objective: Describe the duties involved in handling correspondence and officer records.
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- 1-13. In a broad sense, what does accountability for correspondence mean?
1. Care of all classified matter
 2. Maintenance of all correspondence in central files
 3. Proper handling of only Confidential and Secret correspondence
 4. Physical safeguard of correspondence in all files
- 1-14. When you take action on original correspondence and wish to retain it, what should you do with the control slip?
1. Attach the control slip to the original correspondence
 2. Make a copy of the control slip for the central files
 3. Return the control slip to central files with a note that the original is being held
 4. Destroy the control slip
- 1-15. Who makes sure the ship's central files are properly maintained?
1. The executive officer
 2. The ship's secretary
 3. The captain's Yeoman
 4. The file Yeoman

- 1-16. Supervision of the commanding officer's personal correspondence file is a responsibility of what person?
1. Captain's Yeoman
 2. Ship's secretary
 3. File Yeoman
 4. Executive officer
- 1-17. Signatures are required in the service record for which of the following reasons?
1. To ensure entries are made by proper authorities
 2. To ensure the records are maintained properly
 3. Both 1 and 2 above
 4. To ensure the individual maintaining the record is accountable for errors
- 1-18. Which, if any, of the following responsibilities does a ship's secretary have regarding officer records?
1. Maintain custody
 2. Keep up to date
 3. Both 1 and 2 above
 4. Sign where indicated
- 1-19. Signatures in the service record are made in temporary black or blue-black ink.
1. True
 2. False
- 1-20. Why are notices identified by a tab if they are interfile with instructions?
1. To show that the cancellation date of those notices has passed
 2. To facilitate removal of notices from the file on their cancellation date
 3. Because notices are less authoritative than instructions
 4. Because notices are more authoritative than instructions
- 1-21. Who is ultimately responsible for making the Directives Issuance System work on the ship?
1. Ship's secretary
 2. Captain's Yeoman
 3. Executive officer
 4. Administrative assistant
- 1-22. The required publication allowances are listed in which of the following publications and/or microfiche?
1. *Naval Military Personnel Manual*
 2. NAVSUP P2002 (microfiche)
 3. Both 1 and 2 above
 4. Directives Issuance System
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- Learning Objective: Identify factors that contribute to high morale and agencies available within the Navy community that promote health and welfare.
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- 1-23. Since every petty officer and chief petty officer has a duty to work toward maintaining high morale among their personnel, what practice should each leader or supervisor employ?
1. Avoid counseling about personal matters
 2. Avoid giving guidance in spiritual matters
 3. Provide adequate counseling and guidance, but only in matters pertaining to a member's military duties and obligations
 4. Provide counseling to members who feel a need to discuss with you any problem that hinders the operation of your division
- 1-24. Which of the following is an indication of high morale?
1. Confidence
 2. Loyalty
 3. Cooperation
 4. Each of the above

1-25. Which of the following is an excellent aid to the development of high morale?

1. Recognize accomplishments
2. Record problems
3. Avoid pointing out errors
4. Eliminate criticisms and recommendations on organizational weaknesses

1-26. Under whose authority does the enforcement of private financial obligations fall?

1. Civil authorities
2. Commanding officer
3. Command master chief
4. Disbursing officer

LT Brush was authorized TEMADD orders to the Naval Operational Intelligence Center, Washington, DC, for 5 days. He was authorized \$800 advance pay for the trip. Upon LT Brush's return from his TEMADD assignment, he submitted a travel voucher for the expenses incurred during the TEMADD assignment. The travel voucher showed that the expenses incurred were not equal to or greater than the advance pay LT Brush had received.

1-27. LT Brush's travel voucher indicates that he is indebted to the government. Which of the following instructions pertains to the *Remission of Indebtedness or Waiver of the Government Claim Arising from Members of the Naval Service*?

1. BUPERSINST 1430.16
2. BUPERSINST 1571.16
3. SECNAVINST 1741.4
4. SECNAVINST 7220.38

1-28. Normally, which of the following agencies is NOT considered to be one of the primary agencies that provides supplementary morale service to military personnel and their dependents?

1. Family Service Center
2. Navy Relief Society
3. First National Bank
4. Red Cross

1-29. Which of the following services is/are NOT provided by the Navy Relief Society?

1. Entertainment shows
2. Visiting nurse program
3. Prenatal supplies
4. Financial loans and grants at no interest

1-30. The Navy Wives' Club of America provides college scholarships to children of enlisted personnel of which of the following services?

1. Navy only
2. Marine Corps only
3. Coast Guard only
4. Navy, Marine Corps, and Coast Guard

Learning Objective: Identify educational programs available to the service member.

1-31. Providing financial aid to personnel who attend educational institutions on a voluntary off-duty basis is the purpose of which of the following programs?

1. Defense Activity for Non-Traditional Educational Support (DANTES)
2. Program for Afloat College Education (PACE)
3. Tuition Assistance (TA)
4. Instruction Service Program

1-32. Commanding officers may use the Instruction Service Program to provide education in which of the following areas?

1. Academic
2. Technical
3. Professional
4. All of the above

- 1-33. Which of the following goals CANNOT be accomplished through Navy Campus?
1. Associate's degree
 2. Carpenter's apprenticeship
 3. Bachelor's degree
 4. Master's degree
- 1-34. Participating colleges waive residency requirements and accept up to 75 percent of degree credit received through college-approved nontraditional means in which of the following Navy educational programs?
1. Navy Campus
 2. Tuition Assistance
 3. PACE
 4. Instruction Service Program
- 1-35. Which of the following educational programs offers on-duty instruction and development in English, reading, and mathematics?
1. DANTES
 2. PACE
 3. Basic Skills Program
 4. TA
- 1-36. A person wishing to take the scholastic aptitude test (SAT) should apply through which of the following programs?
1. Basic Skills Program
 2. DANTES
 3. PACE
 4. TA
- 1-37. What educational program provides self-study training packages of instruction in professional naval subjects?
1. Tuition Assistance Program
 2. Instructor Service Program
 3. Nonresident Training Course (NRTC) Program
 4. National Apprenticeship Program
- 1-38. Most NRTCs are designed to help you study what type of books?
1. Advancement handbooks
 2. Training manuals (TRAMANs)
 3. Practical advancement requirements
 4. Course planning guides
- 1-39. To make sure you have the latest edition of a TRAMAN, you must compare the manual's NAVEDTRA number to the number listed in the most recent edition of what publication?
1. *Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*
 2. *Bibliography for Advancement Study*
 3. *List of Training Manuals and Correspondence Courses*
 4. *Manual of Advancement*
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- Learning Objective: Describe the Navy advancement system.
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- 1-40. What official publication should you consult for specific information concerning advancement in the Navy?
1. *Navy Enlisted Manpower and personnel Classifications and Occupational Standards*
 2. *Bibliography for Advancement Study*
 3. *List of Training Manuals and Correspondence Courses*
 4. *Manual of Advancement*
- 1-41. During what month would BUPERS Notice 1418 be published announcing the January E-7 examination?
1. March
 2. September
 3. November
 4. December

- 1-42. What officer certifies that an individual has met the qualifications and is fully competent to perform at the next higher rate?
1. Commanding officer
 2. Executive officer
 3. Division officer
 4. Administrative officer
- 1-43. For "early" candidates to be selected over "regular" candidates for advancement, the early candidate will normally have to meet which of the following requirements?
1. Achieve a higher final multiple score than a regular candidate
 2. Have more time in type 4 duty than a regular candidate
 3. Have a greater amount of time in rate (TIR) than a regular candidate
 4. Have more passed, but not advanced (PNA) points than a regular candidate
- 1-44. Who authorizes the advancement of chief petty officers (CPOs) after they have been selected by the CPO selection board?
1. Secretary of the Navy
 2. Chief, Naval Education and Training
 3. Chief of Naval Personnel
 4. Commanding Officer, Naval Education and Training Program Management Support Activity
- 1-45. Which of the following petty officers will most likely be advanced?
1. P02 Pistol who hesitates to make decisions and to seek assignments of increased responsibility
 2. P01 Door who does not hesitate to make a decision and to seek assignments of increased responsibility
 3. P02 Christmas who never makes a decision without consulting with higher authority and is content with just qualifying for advancement
 4. P01 Frost who makes a decision that he is likely to change several times and strictly supervises, requiring his members to do all the work
- 1-46. Which of the following is NOT a proper study technique?
1. To study only when you have nothing else to do
 2. To study often for short periods
 3. To summarize what you have read
 4. To ask questions of the leading petty officer
- 1-47. Which of the following publications would have the least value in preparing a YN2 for advancement to YN1?
1. *Naval Military Personnel Manual*
 2. *Applicable TRAMANS*
 3. *Advancement Handbook for Petty Officers*
 4. *Navy Enlisted Manpower and Personnel Classification and Occupational Standards*

- 1-48. Which of the following publications lists the minimum requirements for advancement to YN1?
1. *Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*
 2. *Bibliography for Advancement Study*
 3. *Military Requirements for P01*
 4. *Advancement Manual for Petty Officers*
- 1-49. To reflect changes and developments in the Navy, how is the Navy *Enlisted Manpower and Personnel Classifications and Occupational Standards* manual kept up to date?
1. A new manual is issued each year
 2. Numbered changes to the basic publication are issued
 3. Major revisions of the basic publication are made
 4. BUPERS issues annual directives
- 1-50. Which of the following publications identifies the source material on which you may be tested on a Navywide advancement examination?
1. *Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*
 2. *Basic Military Requirements*
 3. *Bibliography for Advancement Study*
 4. *Advancement Manual for Petty Officers*
- 1-51. How often is the *Bibliography for Advancement Study* revised?
1. Annually
 2. Semiannually
 3. Quarterly
 4. Monthly
- 1-52. An asterisk beside a course listed in the *Bibliography for Advancement Study* indicates what feature about the course?
1. It is optional
 2. It is mandatory
 3. It is helpful
 4. It is research material
- 1-53. When should the Recommendation for Advancement in Rate or Change of Rating (Worksheet), NAVEDTRA 1430/2, be signed?
1. On the day of the examination
 2. Before the day of the examination
 3. Within 3 days after the examination
 4. Any time after the examination
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- Learning Objective: Describe advancement programs that do not require participation in the Navywide advancement examination.
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- 1-54. In the title, Selective Conversion and Reenlistment (SCORE) Program, what does the word *conversion* mean?
1. Precommissioning crews for new ships
 2. Conversion crews for ships in major overhaul
 3. Both 1 and 2 above
 4. Change of rating
- 1-55. A SCORE applicant cannot have more than how many years' total active military service in order to qualify?
1. 8 years
 2. 10 years
 3. 12 years
 4. 15 years
- 1-56. RESCORE applicants are initially brought back on active duty for what period of enlistment?
1. 6 years
 2. 2 years
 3. 3 years
 4. 4 years

- 1-57. Specific eligibility requirements and application procedures for the SCORE and RESCORE Programs are established in what publication?
1. *Naval Military Personnel Manual*
 2. *Customer Service Manual*
 3. *Career Information Program Management*
 4. *U.S. Navy Regulations, 1990*
- 1-58. The STAR Program is designed to provide reenlistment incentives for what particular group of naval enlisted personnel?
1. First term personnel only
 2. First and second term personnel
 3. All personnel with less than 10 years' active duty
 4. All personnel who desire cross-rate training
- 1-59. Certain career incentives may be guaranteed under the STAR Program. Which of the following incentives would NOT be guaranteed?
1. Assignment to a class C school
 2. Advancement to petty officer second class
 3. Assignment to a class A school
 4. Advancement to petty officer first class
- 1-60. In which of the following publications are the minimum standards of qualification for the STAR Program set forth?
1. *Enlisted Transfer Manual*
 2. *Naval Military Personnel Manual*
 3. *U.S. Navy Regulations, 1990*
 4. *Career Information Program Management*
- 1-61. An applicant for the STAR Program must agree to reenlist or enlist for what period of time?
1. 2 or 4 years
 2. 2 or 6 years
 3. 4 or 5 years
 4. 4 or 6 years
- 1-62. The applicant for the STAR Program must not have a record of conviction by court-martial or nonjudicial punishment for what period preceding the date of application?
1. 12 months
 2. 18 months
 3. 24 months
 4. 36 months
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- Learning Objective: Identify career opportunities available to the service member.
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- 1-63. Which of the following programs is NOT normally considered to be an enlisted-to-officer program?
1. Naval Academy
 2. Limited Duty Officer
 3. Chief Warrant Officer
 4. Direct procurement
- 1-64. Which of the following enlisted-to-officer programs gives the participant the choice of a commission in the Navy or Marine Corps?
1. BOOST
 2. Naval Academy
 3. Limited Duty Officer
 4. Chief Warrant Officer
- 1-65. What are the two NROTC Scholarship Programs?
1. One-Year and Two-Year
 2. Two-Year and Four-Year
 3. Three-Year and Four-Year
 4. Four-Year and Graduate
- 1-66. Candidates who complete the BOOST Program can expect to qualify for which of the following enlisted-to-officer programs?
1. Naval Academy
 2. Naval Reserve Officer Training Corps
 3. Both 1 and 2 above
 4. Officer Candidate School

- 3-67. To qualify for officer candidate school (OCS), an enlisted person must possess what minimum level of education?
1. Associate
 2. Baccalaureate
 3. Master
 4. Doctorate
- 1-68. Enlisted personnel in paygrade E-4 and below designated as officer candidates are advanced to which, if any, of the following paygrades upon reporting to OCS?
1. E-5
 2. E-6
 3. E-7
 4. None of the above; all enlisted personnel are designated officer candidates in their present paygrade
- 1-69. Which of the following enlisted-to-officer programs offers an enlisted member a full-time opportunity to complete requirements for a baccalaureate degree and to become a commissioned officer?
1. Officer Candidate Preparatory School
 2. Enlisted Commissioning Program
 3. Limited Duty Officer
 4. Chief Warrant Officer
- 1-70. Which of the following programs is/are considered to be the primary enlisted-to-officer program sponsored by the Navy that does not required a college education?
1. Chief Warrant Officer and Limited Duty Officer
 2. OCS
 3. NROTC
 4. BOOST
- 1-71. What is the most junior petty officer paygrade that can qualify for the Chief Warrant Officer Program?
1. E-6
 2. E-7
 3. E-8
 4. E-9
- 1-72. What is the maximum number of years' active duty that an applicant may have served for the Chief Warrant Officer Program?
1. 14 years
 2. 16 years
 3. 20 years
 4. 24 years
- 1-73. The Limited Duty Officer Program requires a college education before commissioning.
1. True
 2. False
- 1-74. What is the lowest petty officer rate that can qualify for the LDO Program?
1. E-4
 2. E-5
 3. E-6
 4. E-7
- 1-75. What is the minimum number of years of active naval service that an LDO Program candidate must have completed?
1. 6 years
 2. 8 years
 3. 10 years
 4. 12 years